

## Message Text

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ACTION EUR-12

INFO OCT-01 ISO-00 PER-03 /016 W  
----- 077195

R 121008Z SEP 75

FM AMEMBASSY BUCHAREST

TO USIA WASHDC

INFO SECSTATE WASHDC 4578

UNCLAS BUCHAREST 4590

USIA FOR IEU/M JU

E.O. 11652: N/A

TAGS: OPER

SUBJ: REPLACEMENT FOR EXECUTIVE ASSISTANT HARRIETTE LOVE

REF: RICCIO-FERNANDEZ TELECON SEPTEMBER 11, 1975;  
BUCHAREST 4269

1. AS INDICATED REF TELECON, POST WOULD PREFER TO HAVE ANOTHER EXECUTIVE ASSISTANT TO REPLACE HARRIETTE LOVE. IN EVENT AGENCY IS UNABLE TO PROVIDE REPLACEMENT WITH TOP SECRETARIAL SKILLS (SHORT-HAND, TYPING, FILING, ETC). IN ADDITION TO PREVIOUS EXPERIENCE OR TRAINING IN OFFICE MANAGEMENT AND BUDGET AND FISCAL AFFAIRS, WE WOULD TRY TO MAKE DO WITH A TOP FLIGHT SECRETARY WITHOUT SUCH BACKGROUND.

2. REGARDING OUR NEED FOR PERSON WITH OFFICE MANAGEMENT SKILLS, WISH TO POINT OUT THAT SECTION HAS FIVE OFFICERS AND A JOT AND AN EXCEPTIONALLY ACTIVE PROGRAM IN THE AMERICAN LIBRARY AS WELL AS OFF PREMISES. THIS REQUIRES AN ENORMOUS AMOUNT OF FRONT OFFICE MANAGEMENT AND PAPER WORK WHICH IS ESSENTIAL AND UNAVOIDABLE. A REVIEW OF OUR GOE AND DSA RESOURCES AS WELL AS OUR EXPANDING CU PROGRAM SUGGESTS THE VOLUME OF OUR PROGRAMMING. REGARDING OUR B&F CAPABILITIES, WE NOTE THAT EMBASSY DOES NOT HAVE B&F OFFICER AND P&C MUST RELY ON HIGHLY SKILLED AND RESPONSIVE FSL WHO IS UNFORTUNATELY ALREADY OVER-BURDENED WITH OTHER EMBASSY REQUIREMENTS.

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ACCORDINGLY, WE WOULD APPRECIATE AGENCY'S BEST EFFORTS TO

PROVIDE HIGHLY QUALIFIED EXECUTIVE ASSISTANT--AND IN A  
PINCH--A SECRETARY WHO CAN KEEP UP WITH THE VOLUME AND  
VEOLCITY OF WORK IN OUR FRONT OFFICE.

3. IN EVENT AGENCY IS UNABLE TO PROVIDE REPLACEMENT BY  
SEPTEMBER 30--WHICH WE SUSPECT MAY BE THE CASE--POST  
REQUEST HARRIETTE LOVE BE GIVEN A TEMPORARY APPOINTMENT TO  
REMAIN HERE ADDITIONAL 30 DAYS, I.E., UNTIL OCTOBER 31--BY  
WHICH TIME, WE HOPE HERE, REPLACEMENT WILL ARRIVE. ADVISE.

4.OUR THANKS IN ADVANCE TO IPT AND IEU FOR YOUR COLLECTIVE  
EFFORTS IN OUR BEHALF AS OUR CSCE POST-HELSINKI AND BICEN-  
TENNIAL YEAR PROGRAMMING CONTINUES TO EXPAND.  
BARNES

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## Message Attributes

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**Current Classification:** UNCLASSIFIED  
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**Disposition Case Number:** n/a  
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**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
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